

## RTA APPLICATION DOCUMENT CHECKLIST

Application No. \_\_\_\_\_ Advance Notification fee \$ \_\_\_\_\_ Application fee \$ \_\_\_\_\_

The application should include a **complete** description of the work to be done. Under the **Application Form - Section 5**, submit at least a one paragraph detailed description of the project with some historical overview, if applicable. Attach additional pages if necessary. \_\_\_\_\_

Four (4) copies of Resolution Of The Property Owners / Resolution Of Board Of Directors with original signatures. \_\_\_\_\_

The following **addendum documentation** must be submitted with the application: (Please denote each document with one of the letters below)

- a. Proof of Ownership: Act of sale or option to acquire the property. \_\_\_\_\_
- b. A legal property description (suitable for insertion into the exemption contract); a plot map; and, a copy of the building permit issued for the project. \_\_\_\_\_
- c. Picture of the structure before beginning the project; and, a **rendering** of the structure as it will appear after completion of the project. \_\_\_\_\_
- d. Names and addresses of all owners (if a corporation, the principal stockholders of the corporation). \_\_\_\_\_
- e. The assessed value of the structure only (improvements); and, the taxes paid on the structure only. \_\_\_\_\_
- f. A copy of the tax invoice for the year prior to commencement of the project from the Parish Assessor. \_\_\_\_\_
- g. Certification from the local governing authority that the structure is in a downtown development district, an historic district, or an economic development district specifically designated as such for this program. \_\_\_\_\_
- h. If the project is a 'certified historic structure' as defined in Section 1305 (D), Certification from the Louisiana Department of Culture, Recreation, and Tourism, Division of Historic Preservation that the project meets the National Park Service requirements for restoration projects known as The Secretary of the Interior's "Standards for Rehabilitating Historic Structures". This is mandatory if the project is located in downtown New Orleans or downtown Shreveport. \_\_\_\_\_

### For "owner-occupied residences" only:

- i. A statement certifying that the minimum rehabilitation cost incurred to the owner-occupied residence project will be equal to or greater than twenty-five percent of the assessed valuation of the improvements located on the property prior to the commencement of the expansion, restoration, improvement, or development; and \_\_\_\_\_
- j. a statement certifying that the owner-occupied residence project will be completed within a twenty-four month period. \_\_\_\_\_

Pursuant to Rule 1305(F), **for RTA applications where construction has been completed prior to filing the application, or for renewal applications** submit a written, notarized certification (three copies) from the applicant on company or personal letterhead (or use the CERTIFICATION form provided in the brochure), referencing the RTA application number and stating that:

"...taxes have not been paid on improvements for which an exemption is being applied for under the Restoration Tax Abatement Program pursuant to R.S. 47:4315, paragraph (A)(4)." \_\_\_\_\_

R.S. 47:4315, paragraph (A)(4) of the program's enabling statutes states in part:

"... The Board shall not consider an application for exemption on any project if ad valorem taxes have been paid **on** the basis of an assessed valuation which reflects the improvements made by the project."

**RETURN ONE COPY OF THE APPLICATION FEE WORKSHEET FORM AND A CHECK MADE PAYABLE TO THE LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT WITH YOUR APPLICATION.**